



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 210-1	Subject: <b>MONTHLY WORKLOAD REPORT</b>
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	Revision Date: 10/04/01; 03/06/04
Signature: /s/ Ron Alsbury	Effective Date: 06/01/00

**I. BUREAU DIRECTIVE:** Probation and Parole Bureau employees will follow established procedures to accurately record and report officer workload data.

**II. AUTHORITY:**  
*46-23-1004(4) and (5), M.C.A.                      Duties of Department*

**III. DEFINITIONS:**  
None.

**IV. PROCEDURES:**  
Probation and Parole Officers will provide accurate workload data to their supervisor as directed. Each region will submit the workload data through the information system by the 10<sup>th</sup> of the month.

The following definitions apply to completion of P&P 210-1 (A) Monthly Workload Report. These definitions apply to probation and parole officers and do not include IPPO's and ISP Officers.

**Level I, Level II, Level III, Level IV, Level V, CDFS** - input the number of offenders in each of the categories relative to the supervision level the offender is classified under. This does not include offenders that are new to the officer's caseload for the month. These offenders will be captured under the "New" category.

**New** – Enter the number of new offender's assigned to the officer's caseload for the month. This includes parole offenders, probation offenders, conditional release offenders, interstate transfers, transfers from another office and mental health institutional transfers. Offenders who are transferred from one caseload to another within the same office will not be considered "new". Offender's listed in this category **will not** be included in the number listed for Level I, Level II, Level III, Level IV, Level V or CDFS. After the offender is initially classified as "New" they will be placed on the appropriate level that they classified under for the following month.

**PSI Investigations** - Enter the number of Pre-Sentence Investigations assigned to the officer during the month. If the officer completes a full scale PSI report for a Post PSI, they will enter it under this category to receive full PSI points.

**Placement Investigations** - Enter the number of placement investigations that the officer is assigned for the month. This includes parole placement investigations, interstate placement investigations, executive clemency/pardon investigations, and furlough investigations. Do not include conditional release investigations in this category.

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**Conditional Release Investigations** – Enter the number of conditional release placement investigations assigned to the officer during the month.

**DOC Commits** – Enter the number of DOC Commits that the officer completes during the month which includes completion of the DOC Notification Form, Verification of Commitment Form (when applicable), referral to a community corrections program (Pre-Release, CCP, WATCH, TSCTC, ISP), and coordination of photo's and fingerprints.

**Post PSI** – Enter the number of Post Sentence Investigations assigned to the officer during the month. This is the abbreviated version of the PSI as reflected in policy. If the officer completes the full PSI report for the Post PSI, this case will be listed under “PSI Investigations” as indicated above to receive full PSI points.

**Miles** – Enter the amount of miles an officer drives or is a passenger while conducting work related business. This **does not** include commute miles.

**Points** – This category is automatically entered by the computer system. This total equals the number of points added from all the categories entered by the officer.

**FTE** – Computer generated calculation that describes the workload ratio of an officer.

**Hearings** - The number of on-site, disciplinary, and intervention hearings that were conducted by the supervisor during the month.

**Pre-Release Screenings** – Enter the number of pre-release screenings conducted by the Pre-Release Liaison/POII at pre-release centers during the month. This figure does not include pre-release screenings conducted at institutional facilities.

**Restitution** – Enter the amount of restitution collected for the region as determined by Central Office monthly restitution calculations.

**Intensive Supervision Caseload** – Enter the number of offenders on Intensive Supervision on an officer's caseload for that month. Also included on this list are the number of offenders screened and the number of offenders accepted for ISP for the month.

**Reports Written** – Enter the number of “Reports of Violation” completed on probation and parole offenders for the month.

**Hearing** – Enter the number of on-site, intervention, and disciplinary hearings conducted for the month. This number will be for the total region and should balance with the figures listed under “Supervisors” Section.

**Probation Revocations** – Enter the number of Reports of Violation where the offender went to court and a disposition was rendered for the month.

**DOC Commitments** - Enter the number of “Initial Placement and Screenings Warrants” completed by the RA during the month identified by the location of the placement.

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**PROCEDURE:**

1. Workload data is collected for each P&P Officer in Region.
2. P&P 210-1 (A) Monthly Workload Report is completed and submitted to the immediate supervisor.
3. P&P 210-1 (A) Monthly Workload Report is forwarded to administrative support responsible for compiling region's monthly statistics.
4. Statistical ledger is reviewed for accuracy.
5. Regional caseload stats are entered into the information system.
6. Workload analysis is developed
7. Completed workload analysis is provided to Regional Administrators.
8. The workload analysis is utilized as a guide for the distribution of work in the Region.

**RESPONSIBILITY:**

Administrative Aide  
P&P Officer

Administrative Aide  
P&P Officer

Regional Administrator/  
POII

Regional Administrator

Administrative Support

DOC Statistics Unit

P&P Bureau Chief

Regional Administrator

- V. **CLOSING:** Questions concerning this procedure shall be directed to the Regional Administrator or Probation and Parole Bureau Chief.